

## **Joint Workforce Investment Board**

### ***Policy for Electronic Participation in Meetings***

#### **Purpose**

To establish a policy regarding the use of electronic communications for participation in meetings of the Joint Workforce Investment Board and its committees in accordance with P.L. 134-2012 (HEA No. 1003-2012).

#### **Rescission**

None

#### **Content**

P.L. 134-2012 (HEA No. 1003-2012), effective January 1, 2013, allows members of the Joint Workforce Investment Board and its committees to participate in meetings via electronic means. All electronic communication will be conducted through methods that allow simultaneous communication. Meetings will meet all other requirements of the Open Door Law.

A member who participates in a meeting by electronic communication is considered present at the meeting. He/she must be counted for purposes of establishing a quorum and may vote at the meeting.

#### ***ACTION DURING THE MEETING***

For meetings with electronic communication:

- One-third (1/3) of JWIB or committee members must be physically present at the meeting place
- Votes will be taken by roll call

#### ***MEMBER ATTENDANCE REQUIREMENT***

Each member of the JWIB and its committees must physically attend at least one meeting annually.

#### ***ADDITIONAL REQUIREMENTS***

Members voting via electronic means will be required to deliver a written statement by email or US mail verifying their vote within five (5) business days of meeting.

#### **Effective Date**

January 1, 2013

#### **Ending Date**

Upon rescission

#### **Action**

This policy for electronic participation in meetings is to be followed by the Joint Workforce Investment Board and its committees. The approved policy is to be posted on the Joint Workforce Investment Board's website.